

# **Office of License, Inspections and Environmental Protection**

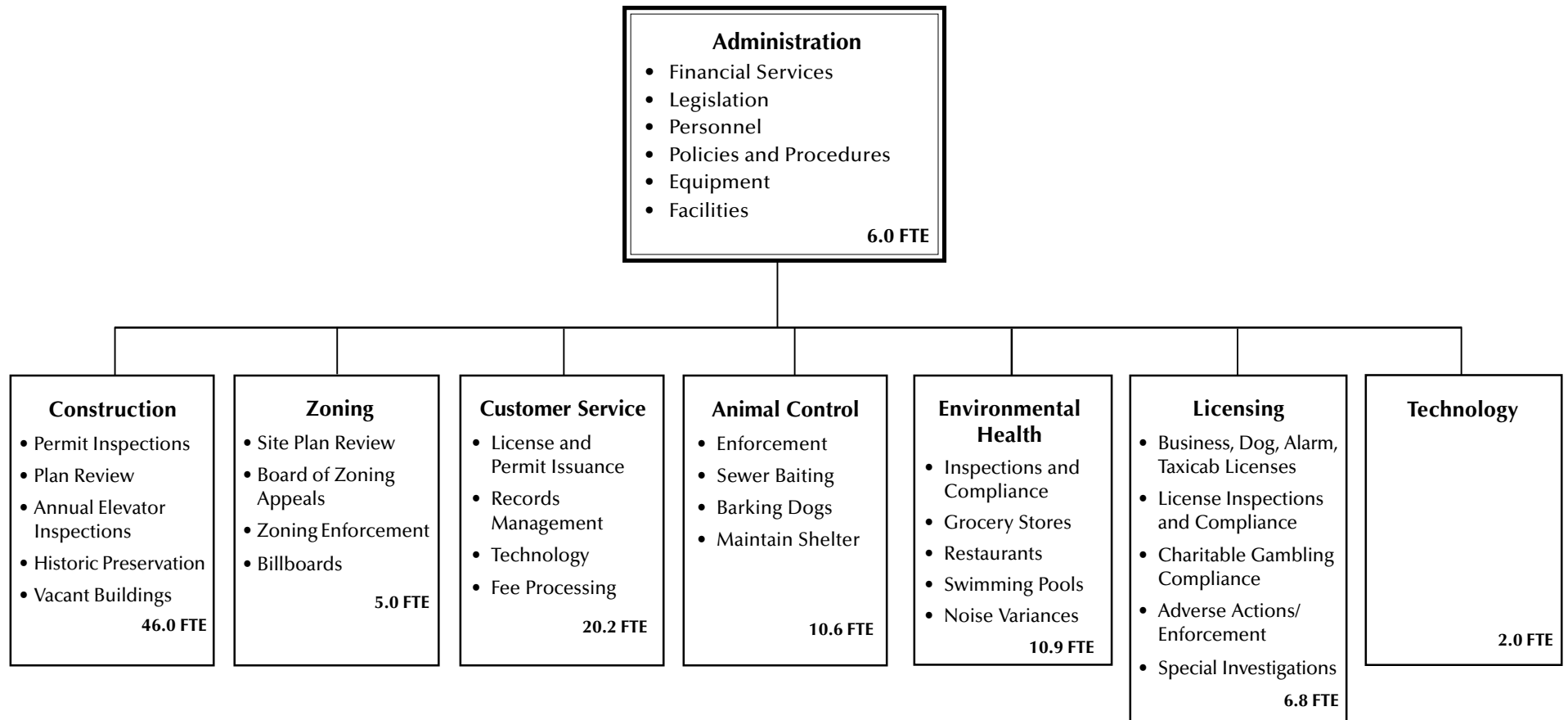
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## **Mission Statement**

To set a standard of excellence as a dynamic, and innovative organization that ensures public health and safety and consistently exceeds customer expectations.

# License, Inspection, and Environmental Protection

(Total 107.5 FTEs)



## Strategic Plan Accomplishments and 2005 Priorities

### Major Accomplishments

- Improved communications with contractors and the general public by providing the LIEP brochure in Spanish.
- Fully implemented the absorption of the Zoning activity into Special Fund 320, to further lessen dependence on State LGA and the Saint Paul General Fund.
- Continued noise monitoring of the Gopher State Ethanol Plant.
- Worked to eliminate several problem businesses in an effort to make Saint Paul a more liveable City.
- Improved revenue streams and reduced dependence on use of special fund balances by implementing new user fees and fee increases necessary for revenue to better cover the costs of the services provided.
- Increased efforts in the area of gambling enforcement led to 7 arrests for gambling related activities.
- Provided internships in both Plan Review and Historic Preservation.
- Drafted and passed legislation providing financial incentives for dog owners to spay or neuter their pets and increased running-at-large fees for dogs repeatedly caught in order to hold owners responsible and get these animals off the streets, again making the city a safer place.
- Trained building inspectors to determine soundness of infrastructure in aftermath of terrorist attacks or other disasters.
- Hired five ethnic minorities out of nine new hires.
- Provided same day inspections to keep projects moving. This benefits contractors, citizens and the general public.
- Completed over 5,000 online permits saving 5-20 minutes of LIEP staff time and 10-30 minutes in customer time per permit.
- Led a major negotiating process leading to continued reciprocity with Minneapolis on trade competency cards.

### 2005 Priorities

- Launch an in-depth license fee study to ensure that fees are commensurate with enforcement costs for 2006.
- Continue increased active investigative process on illegal and legal gambling.
- Improve the project facilitation process in LIEP by eliminating inefficiencies and designating additional project facilitator resources.
- Assist in heightened enforcement of tattoo and body piercing establishments.
- Increase the number of field computers and continue our transition to paperless inspection records.
- Increase elevator inspection, restaurant license and zoning fees to more adequately cover the costs of these activities.
- Continue to increase LIEP's diversity by hiring more qualified protected class employees.
- Continue to identify gaps in the emergency food network to protect Saint Paulites in the event of a bio-terrorism attack.
- Maintain reciprocity with Minneapolis on trade competency cards.
- Work with the Mayor's Office and City Council to determine a more efficient and comprehensive strategy to deal with adult use establishments.
- Clarify regulatory authority of relevant departments and launch an educational campaign regarding vending near the State Fair in conjunction with the City Attorney, Public Works and the Saint Paul Police Department.
- Work with the Department of Planning and Economic Development to better integrate the two departments' processes on development projects.
- Work cooperatively with Chief Harrington to establish better communication and working relationships with the Saint Paul Police Department.
- Continue to increase the number of building permits completed online.

## License, Inspections & Env. Protect

Department/Office Director: **JANEEN E ROSAS**

	2002 2nd Prior Exp. & Enc.	2003 Last Year Exp. & Enc.	2004 Adopted Budget	2005 Mayor's Proposed	2005 Council Adopted	Change from Mayor's Proposed	2004 Adopted
<b><u>Spending By Unit</u></b>							
001 GENERAL FUND	1,267,412	761,009	735,975	732,857	732,857		-3,118
167 CHARITABLE GAMBLING ENFORCEMENT	322,488	361,587	375,176	363,481	363,481		-11,695
320 LICENSE INSPECTIONS & ENV PROTECTIO	8,671,901	9,203,622	9,627,640	9,908,416	10,035,858	127,442	408,218
Total Spending by Unit	<b>10,261,801</b>	<b>10,326,218</b>	<b>10,738,791</b>	<b>11,004,754</b>	<b>11,132,196</b>	<b>127,442</b>	<b>393,405</b>
<b><u>Spending By Major Object</u></b>							
SALARIES	6,140,152	6,056,883	6,212,527	6,536,085	6,536,085		323,558
SERVICES	1,444,916	1,686,411	1,742,911	1,596,705	1,724,147	127,442	-18,764
MATERIALS AND SUPPLIES	271,895	137,132	260,857	288,221	288,221		27,364
EMPLOYER FRINGE BENEFITS	2,162,814	2,238,466	2,314,480	2,406,473	2,406,473		91,993
MISC TRANSFER CONTINGENCY ETC	162,421	207,326	207,367	176,608	176,608		-30,759
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS	79,603		649	662	662		13
Total Spending by Object	<b>10,261,801</b>	<b>10,326,218</b>	<b>10,738,791</b>	<b>11,004,754</b>	<b>11,132,196</b>	<b>127,442</b>	<b>393,405</b>
Percent Change from Previous Year		<b>0.6%</b>	<b>4.0%</b>	<b>2.5%</b>	<b>1.2%</b>	<b>1.2%</b>	<b>3.7%</b>
<b><u>Financing By Major Object</u></b>							
GENERAL FUND	1,267,412	761,009	735,975	732,857	732,857		-3,118
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS	7,687,291	7,983,834	8,859,880	8,821,091	8,888,459	67,368	28,579
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES	1,133,371	1,273,968	1,211,421	1,460,655	1,460,655		249,234
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE	56,435	28,496	34,000	28,000	28,000		-6,000
TRANSFERS	1,000	1,000	1,000	30,600	30,600		29,600
FUND BALANCES			-103,485	-68,449	-8,375	60,074	95,110
Total Financing by Object	<b>10,145,509</b>	<b>10,048,307</b>	<b>10,738,791</b>	<b>11,004,754</b>	<b>11,132,196</b>	<b>127,442</b>	<b>393,405</b>
Percent Change from Previous Year		<b>-1.0%</b>	<b>6.9%</b>	<b>2.5%</b>	<b>1.2%</b>	<b>1.2%</b>	<b>3.7%</b>

# Budget Explanation

## Major Changes in Spending and Financing

### Creating the 2005 Budget Base

The 2004 adopted budget was adjusted to set the budget base for the year 2005. The actual 2004 salary rates were implemented and the cost of one pay day was removed because 2004 was a leap year, with one extra work day. The base includes the planned salaries and growth in fringes for 2005 for employees related to the bargaining process, and a small 2% growth for normal inflation on goods and services.

The budget base also reflects the city-wide policy decision to alter the way we account for the costs of workers' compensation: moving away from an indirect allocation method and to a direct charge approach recording each department's costs in their own department budget. So, a separate line item budget for workers' compensation was included in specific department activity base budgets.

Finally, one-time 2004 spending amounts were removed from the budget base and a spending reduction was imposed on the department's adjusted general fund budget to help control city general fund spending, and meet the third round of announced cutbacks in the State's 2005 local government aid funding.

### Mayor's Recommendations

The Proposed Budget maintains the same FTE complement and service levels as in 2004. To ensure fees cover the associated inspection and permitting costs, the Mayor is proposing the following increases:

- Animal boarding fees increase from \$14 to \$16 per day (\$1,636 generated)
- Restaurant inspection fees increased \$125 to \$175 for most restaurants. The Food/Institutional Facility License is eliminated and K-12 schools placed in their own license category. All other institutions are reassigned to the appropriate restaurant category (0-12 seats or more than 12 seats). Total additional revenues are \$193,000.
- Increase Annual elevator inspection fee by an average of \$9 (\$18,500 generated).
- Increase the fees for appealing administrative decisions to the Board of Zoning Appeals by \$54 to \$118 depending on type of appeal (\$13,706 generated).
- Increase site plan review fees by \$23 for residential units (1-4 units) and \$88 for all other uses (\$8,300 generated).

### Council Actions

The City Council adopted the LIEP budget and recommendations as proposed by the Mayor, and approved the following changes recommended by the Mayor:

- A \$127,000 transfer from LIEP to the City Attorney's Office to fund an attorney position devoted to LIEP.
- A \$67,000 increase in new and existing sign permit fees to cover the business sign permitting and inspection process.